

WNF Steering Committee

Minutes of a meeting held at 7.30pm on 25th March 2026, at 65 Five Mile Drive

Present: Paul Buckley (Chair), Tony Dale (Vice-Chair), Richard Lawrence-Wilson (Treasurer), Mary Brown, Chris Dawkins, Elaine Chaston, Judith Haverty, David Stone

1. Apologies

Apologies for absence were received from Katherine Kaye, Jonathan Patterson, Cllr Andrew Gant and Cllr Steve Goddard.

2. Declarations of interest

EC declared an interest in Wolvercote Village Hall, as a member of the WVH committee. MB declared an interest in the Guides, as a member of the local Guide District. TD and EC declared an interest in Wolvercote Tree Group, as members.

3. Minutes of the meeting on 24 February 2026

PB thanked JP again for helping with preparing minutes. The draft minutes were approved as a true record of the meeting.

4. Matters arising from the Minutes

Item 4 (Item 4): Preparation of the approved Wolvercote Neighbourhood Plan ready for printing was still in progress. TD would help PB with this.

Action: PB and TD

5. Applications to CIL Round 9 Spring 2026

It was noted that an exceptionally large number (20) of CIL applications had been received in the current round. In the light of this, it was agreed not to commit yet to a second CIL round in 2026, as there needed to be sufficient funds available to allow the possibility of approving some of the significant major bids currently in process. The decision on whether to launch an Autumn 2026 CIL round would be made at the next SC meeting.

RLW commented generally on CIL bids being received. He cautioned that WNF should be alert to projects being driven more by the availability of CIL money, than meeting a genuine need. There was also a danger of CIL being spent on routine maintenance, or on meeting needs that would normally be considered the responsibility of other bodies. It was agreed these factors should be considered when approving CIL applications.

TD had circulated a summary of all the applications received, together with his comments on each application. He introduced each application to the committee, and after discussion it was agreed that all were appropriate to be published on the WNF

website, for the public consultation from 6 April to 24 April. In some cases, the committee agreed comments as shown in the table below.

Summary of CIL applications received

	Name	Funds requested (rounded)	Committee comments
9.01	Summertown parking study	£6700 (incl. VAT)	-
9.02	Ovens for Cutteslowe school kitchen	£20,616 (incl. VAT)	Their previous CIL project was not yet completed: TD would seek an explanation.
9.03	WYPC multi-sport pitch and security fence	£67,560 (incl. VAT)	A major application: The PWG would comprise: TD, JH and CD. WNF would require assurance an extended lease is in place.
9.04	Replacement oven for scout hut (for use by the Guides)	£629	-
9.05	Replacement of Wolvercote Primary School PTA shed	£3330 (incl. VAT)	-
9.06	Replacement orchard notice board	£5305 (incl. VAT) Includes 5% contingency	Before publication, TD would explore with applicants whether a cheaper version would be more practically beneficial.
9.07	Orchard bee enclosure fencing	£925 (incl. VAT)	-
9.08	Cutteslowe Community Centre solar panels and battery	£15,642 (no VAT)	A new version of the application would be circulated to the committee.
9.09	'Wolvercomets'. A telescope plus mount and tracker	£1804	-
9.10	Wolvercote primary school fencing and floodlights	£14800 for the fencing Quotes for floodlighting to come	A second quote for the fencing was needed.
9.11	Baptist church renovation Stage 2	An estimated cost of £53,000, not including cost of windows	Quotations were needed.
9.12	St Peter's Church Old	Total cost = £9553, of	-

	School (OSR) Room refurbishment	which flooring is £1398 (incl. VAT)	
9.13	Wolvercote and Wytham summer festival shelters plus other items	Total costs are £650, of which £400 is for the two shelters	-
9.14	Ferry Leisure Centre squash court heaters	£1938 (excl. VAT) Is VAT payable?	-
9.15	Monday lunch club dishwasher	£450 (incl VAT?)	This had already been purchased, so funds had already been found for it. TD would seek clarification of why CIL funding was needed.
9.16	White Hart replacement Marquee plus new furniture	Marquee = £36,959 (incl. VAT) Furniture = £2080	-
9.17	Davenant Road Pedestrian safety and traffic calming	£53,325 (incl. VAT)	-
9.18	Cotteslowe Primary School. Refurbishment of the school hall	£31,236 (incl. VAT)	In the light of this, TD would consider revising the application form.
9.19	Sound and lighting desk for Summertown Arts	£2117	-
9.20	Wolvercote Community Nursery	£10,000 (as part of a total start- up cost of £35,000)	-

TD would arrange with Steve Roberts for all these applications to be published on the WNF website, and would arrange with Louise Franklin for a Mailchimp mailing, to alert the community to them and invite comments from the public. The deadline for comments would be 24 April.

Action: TD

6. Major CIL applications

6.1 Wolvercote Mill kitchen extension

EC reviewed the history of this application. It had been submitted in September 2025, to CIL Round 8 (as application 8.03), and was included in that public consultation, receiving overwhelmingly strong public support. The funds requested (approximately £150k) far exceeded any other CIL application received previously, and therefore required much more scrutiny. No response had yet been provided to the applicants. Since the application was received, the SC had developed a new policy on assessing CIL applications (item 8.2 below). This established a systematic approach to considering major CIL applications(>£50k), ensuring they receive the enhanced scrutiny required.

This application had been scrutinized in line with the new policy. A project working group (PWG) had been formed, with membership EC and MB, together with external advisor John Bleach (architect) (JB). The applicants had provided a risk assessment and a business model that EC had previously circulated to the committee. JB had provided a

written report on plans for the new kitchen from an architectural perspective, that had also been circulated to the committee. EC had provided the committee with a report detailing PWG meetings and discussion of the plans with the applicants and JB. Taking account of all they had learned, and of the clear public support for the kitchen extension, the PWG report recommended that the application be approved.

After committee discussion, EC proposed that the application (for £157,178) be approved for forwarding to the City Council. MB seconded the proposal. Voting was: 7 in favour with 1 abstention. Hence it was agreed that TD would forward the application, as approved, to the City Council.

Action: TD

6.2 Cutteslowe Greenhouse Phase 2

PB provided an update. The application was currently in preparation. The PWG formed at the last SC meeting (PB, KK, DS and JH) had recruited help from external advisor (on business matters) Graham Jones (GJ). The Cutteslowe Greenhouse (CG) Board had provided the PWG with a detailed Business and Finance Plan for the next five years. On 20 March, PB, KK and DS had met with GJ and CG Project Manager Nina Brown, to discuss the Plan.

6.3 Updates on other major CIL applications in preparation

FMD Pavilion: RLW reported that the applicants had already surveyed residents local to FMD, to seek opinions on potential community uses for a new pavilion, in addition to providing a pavilion for Summertown Stars. The whole project cost was likely to be £2m or more, with most funding from other sources (e.g. the F.A.), but more than £50k would be requested from WNF, so a PWG would be required. RLW had resigned from the applicant's committee, in order to be able to represent the WNF SC as a member of the PWG. One or two further SC members would be sought for the PWG.

Wolvercote Village Hall improvements: EC reported that she was leading development of a bid on behalf of the Village Hall committee, but that this exercise remained at an early stage. She felt that it was too early to convene a PWG.

7. Outstanding matters from previous CIL applications

There were no outstanding items, other than those already on the agenda.

8. Management of CIL applications

8.1 Following-up of successful applications

TD reported there was no further progress to report beyond his previous survey of Round 8 applicants, which had produced helpful responses from all but two. He emphasized the importance of approved CIL bids being properly recorded on the website, so details are available for the public to see. He aimed to make sure of this before he retired from the committee at the AGM. JH reported that she had checked with Cutteslowe Primary School the status of their previous CIL application for solar panels, and learned that they would be installed this summer.

8.2 Policy for assessing CIL applications

PB had circulated a revised version of the policy, with the changes agreed at the 24 February meeting implemented, but also suggesting (in red) a few further changes. As time was tight, it was agreed not to implement those further changes yet. Thus the current version of the policy remained the version agreed on (and dated) 24 February.

9. WNF response to local public consultations

The only relevant, current, public consultations were two planning applications to Oxford Council: details had been circulated by PB. It was agreed that neither needed a response from WNF.

10. Summer Open Meeting 4 June 2026

PB reported on arrangements for the Summer Open Meeting. He had explored holding it at Cutteslowe Community Centre in early June, and found the committee's preferred Tuesdays and Wednesdays were unavailable. It was therefore booked (main hall and kitchen) for Thursday 4 June, with access 7pm-10pm. He was pleased to report Wolvercote W.I. had again agreed to provide the refreshments.

There was preliminary discussion of what should be included in the programme for the meeting. In view of the current importance of CIL projects in the work of the committee, it was agreed this was an obvious topic for inclusion (TD offered to speak). In addition a few visiting speakers would be invited: it was agreed potential invitees included the Cow-op project from CIL Round 8, Cutteslowe Primary School (recipients of several CIL grants), and the developing proposal for a new pavilion at Five Mile Drive. Details would be finalised at a later meeting.

11. Any other business

It was agreed that the volume of documents being circulated and updated was now such that it was difficult for committee members to keep track of them. There was a need for a central online location for storage of WNF documents, that committee members could easily access. JP had suggested using Google Drive for this. PB would be meeting with him on 26 March to explore how this would work in practice.

Action: PB

12. Date of next meeting

It was agreed the next meeting would be at 7.30pm on Wednesday 29 April, at 53 Elmthorpe Road, to be hosted by EC.

Because the volume of business on 29 April might be unusually large in view of the number of CIL applications, it was also agreed to **provisionally** schedule an extra SC meeting for Wednesday 6 May, to be confirmed on 29 April, to deal with any over-flow business.

EC/PB